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Justification of the Project

Project:

Brief Details of Project:

Links to the Asset Management Plan?  (YES/NO)

eg Condition, Access, Security etc list below:

Highlighted in School Improvement Plan?  (YES/NO):

If no, please give details:

Signed:

Chair of Governors

Date:

Signed:

Headteacher

Date:

Signed:

Headteacher

Date:
Documenting The Project Brief

To be Project Managed by:
- School
- Fixed Assets Division
- External Consultant

School Requirements:
Vision, size requirements, materials, timescales, resources etc

Design Team Meeting Information is attached.

Amendments have been made to the brief and are also attached.

Signed: 
Chair of Governors

Signed: 
Headteacher

Date: 
Date:
Step 1: Observe Standing Orders for Schools Rules

If the appointment of an external consultant has been decided when formulating the brief (or subsequently), the following Standing Orders for Schools rules should be adhered to:

- If the consultant will earn between £1,000 - £10,000
  1 written quote must be obtained
- If the consultant will earn between £10,000 - £50,000
  3 written quotes must be obtained
- If the consultant will earn more than £50,000
  A tender process must be followed

Step 2: Obtain Quote/Tenders

Approach potential consultants with brief with a view to receiving quotes or tender.

NB If your School has decided to use a consultant without adhering to the above Standing Order requirements or followed the requirements but decided not to go with the lowest, please provide justification in the box below:

Quotes or tender documents are attached.

Step 3: Informing Bidders of Outcome

- Unsuccessful bidder(s) – Confirmation letter(s) sent out.
- Successful bidder - Confirmation letter sent out.
- First meeting arranged with chosen consultant.

Signed:
Chair of Governors
Signed:
Headteacher
Date:

Signed:
Date:
Submission of Application for Approval of a Project Form

The Application for Approval of a Project Form **must** be submitted for all projects funded by Capital monies. Responsibility for the completion of the form is as follows:

<table>
<thead>
<tr>
<th>Project Managed By</th>
<th>Form Completed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>In House Project</td>
<td>Headteacher/Governor or Bursar</td>
</tr>
<tr>
<td>LEA (Fixed Assets)</td>
<td>LEA Consultant</td>
</tr>
<tr>
<td>External Consultant</td>
<td>External Consultant</td>
</tr>
</tbody>
</table>

Please ensure that Fixed Assets Division or External Consultant is aware of their responsibility to complete this document when agreeing the contract fee.

**NB**

Projects must not start until the LEA has approved Part A and Part B.

Please attach signed copies of the Application Form (Parts A, B and C).
PART A

APPLICATION FOR APPROVAL OF A PROJECT FORM

Before completing this form, please refer to the guidance notes

1. School Name: ________________________________

2. Project Description:
   - Extension
   - New Build
   - Conversion
   - R & M
   - Adaptation
   - External
   - Landscaping
   - Security
   Please specify ________________________________

3. Estimated Cost (If known) £ __________

4. Who provided the estimate? ________________________________

5. Who is the Client under the terms of CDM 2007 ________________________________

Initial advice can be obtained from the Children & Learning Department and the Fixed Assets Division

Signed (Headteacher) ________________________________

Date ________________________________

It should be noted that upon all relevant information being supplied with Part B it will take a maximum of 6 weeks for a decision to be made

For internal use only: Application No: ________________________________

Circulation List:- Children & Learning; Fixed Assets Division; H&S Officer
PART A

APPLICATION FOR APPROVAL OF A PROJECT
FINANCIAL INFORMATION

Please summarise how project is to be financed:

<table>
<thead>
<tr>
<th>Financial Source</th>
<th>Amount (£)</th>
<th>Funds to be used by:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standards Fund</strong>&lt;br&gt;Devolved Formula Capital</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Standards Fund Devolved Formula Capital Drawdown</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other DfES Capital Funding</strong></td>
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<tr>
<td>R&amp;M</td>
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<td>Modernisation</td>
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<td>SAI</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schools Delegated Revenue Budget</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Schools Delegated Revenue Budget</strong></td>
<td>Amount (£)</td>
<td>Funds to be used by:</td>
</tr>
<tr>
<td><strong>Other</strong>&lt;br&gt;R&amp;M</td>
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<tr>
<td>Modernisation</td>
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<tr>
<td>SAI</td>
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</tr>
<tr>
<td><strong>Other (Please Specify)</strong>&lt;br&gt;Lettings</td>
<td>Amount (£)</td>
<td>Funds to be used by:</td>
</tr>
</tbody>
</table>

Please note that any value entered into the Drawdown box MUST have written authorisation for the Children & Learning Finance Manager.

Circulation List:- Children & Learning

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PART B

APPLICATION FOR APPROVAL OF A PROJECT

Should only be completed if there is an intention to proceed with the project

School: __________________________ Ref No.: __________________________

Before submitting Part B please ensure that the requisite funding identified under part A is confirmed

1. Appropriate plans/specifications must be attached

Yes ☐ No ☐ ☐

2. Proposed date of start on site: __________________________

3. Estimated duration of works: __________________________

Supervisor of work: Name: __________________________

Address: __________________________

Tel. No.: __________________________

5. Has the LA been contacted?

Yes ☐ No ☐ ☐ Name: __________________________

What was the nature of contact e.g. telephone call, visit, etc. __________________________

Date of visit (if applicable): __________________________

6. a. Has the Council’s Planning Department been consulted? Yes/No

6. b. If so does the project require Planning Approval? Yes/No

➢ If you are unsure if Planning Approval is required, please contact the Duty Planning Officer on 546327

7. a. Have Building Control been consulted? Yes/No

7. b. If so, does the project require Building Regulations Approval? Yes/No

➢ If you are unsure if Building Regulations are required, please contact Fred De Piano (546537)

8. Will the proposed works involve any alterations to services (e.g. water, gas, electricity)?

Yes ☐ No ☐ ☐

If “Yes” you must provide details including plans and specifications. Copies of test certificates must be sent with Part C to Neil O’Connor, Fixed Assets Division on completion of the project.

9. Will the completed project result in an increase or decrease in the gross floor area of the building or the hard play area?

Yes ☐ No ☐ ☐

If “Yes”, estimated change (+/-) __________________________ square metres

10. Will the completed project result in an increase or decrease in the teaching area of the building?

Yes ☐ No ☐ ☐
If “Yes”, estimated change (+/-) ________ square metres

11. Will the project involve any disturbance to asbestos?  
Has the Compliance Surveyor Asbestos been consulted?  

➢ If you are unsure if the project will disturb asbestos, please contact Jaymes Grendon on 07949141212

12. All projects now fall under the Construction (Design and Management) Regulations 2007

Is the project notifiable – where the project involves more than 30 days or 500 person days of construction work.

If yes has a CDM Co-ordinator been appointed.

CDM Co-ordinator:  
Name: 

13. Have all Standing Orders and Financial Regulations been adhered to?  

14. Insurances – Please advise Gloria Johnson-Ashman (547044) of any projects which are over £1m as they require an inspection from our Insurance Company

• All contractors must provide proof of £5m current public liability insurance prior to work commencing. Is a copy of the insurance retained on file?

• Checked the Planning Supervisor appointed with regard to CDM has at least £1m Professional Indemnity Insurance.

The school applies for authorisation to undertake the self-help project described above.

Signed (Headteacher)  

Signed (Chair of Governors)  

Date  

For internal use only: Application No:  

Circulation List:- Children & Learning Department; Fixed Assets Division; Building Control Division; H&S Officer
PART C
NOTIFICATION OF COMPLETION OF AN APPROVED PROJECT

1. School name

2. Project Description

3. Date of completion of project

4. Final cost including fees

5. Are there any differences from the information given on Part B? Yes  No

6. If yes, give details

The following documents must accompany this form:

- “As built” scaled drawings
- Health and Safety File (where appropriate)
- Test Certificates (where appropriate) - Failure to provide satisfactory test certificates may result in the Children & Learning Department commissioning its own tests and should the installation(s) be found to be inadequate remedial work will be carried out and the costs charged to the School.

Return form to:
Lisa MacKenzie, Fixed Assets Division, Luton Borough Council, 3rd Floor Apex House, 30-34 Upper George Street, Luton, Bedfordshire LU1 2RD

E-mail: Lisa.MacKenzie@luton.gov.uk

Signed
(Headteacher)

Signed
(Chair of Governors)

Date

Circulation List:- Children & Learning Department; Health & Safety Officer; Fixed Assets Division
PROJECT DETAILS: (to be completed by party initiating project)

Project Title:
Address:
Brief Description of Works:
The Construction (Design and Management) Regulations 2007 apply to all construction projects where people work.
The regulations impose general duties that apply to all construction projects with additional duties that only apply to notifiable construction projects, i.e. those lasting more than 30 days or involving more than 500 person days of construction work.
Where a project is notifiable to the HSE form F10 should be completed.
A construction project includes not only construction work but also includes all the planning, design and management or other work until the end of the construction phase.
Before any demolition or dismantling work begins a plan detailing the arrangements for how demolition work will be carried out must be prepared. This applies to all demolition work regardless of size, duration or whether the job is notifiable.
Where a project is notifiable and the Client fails to appoint a CDM Co-ordinator or Principal Contractor the Client will be legally liable for their duties and will be deemed to be carrying them out.
Persons making appointments have to take reasonable steps to ensure that those who are appointed are competent for what they are expected to do. Likewise those accepting appointments should only do so if they are competent to undertake the activity.

NOTIFICATION ASSESSMENT:

a) Duration of Project
Is the project, including all planning, design and management or other work until the end of the construction phase, anticipated to be in excess of 30 days.
☐ Yes ☐ No

b) Number of person days of construction work
Is the number of person days involved in the construction work anticipated to exceed 500? (This includes any person involved with the carrying out of works and with frequent presence on site e.g. supervisors inspectors, drivers)
☐ Yes ☐ No

c) Demolition Works
Does the project involve demolition?
☐ Yes ☐ No

If yes is a method statement in place.

Assessor’s Statement
In carrying out the above assessment I have found that this project is not notifiable to the HSE.
Name: Date:

If the project is not notifiable
• E-mail the completed form to ~LBC Construction Design Regulation or cdm@luton.gov.uk
If the project is subject to notification to the HSE:

E-mail the completed form to ~LBC Construction Design Regulation or cdm@luton.gov.uk

- Complete the remaining details and e-mail copies to all duty holders
- Complete and submit initial notification, (form F10) to HSE immediately
- Complete and submit remaining sections of form F10 as soon as information is available

**DUTY HOLDERS:**

<table>
<thead>
<tr>
<th>Name</th>
<th>department</th>
<th>Tel No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Officer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Supervisor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design Officer:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal Contractor:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**KEY DATES:**

- Notification to HSE (form F10) (initial notice), (additional notice)
- Work should not be allowed to start until the Principal Contractor has prepared a suitable Construction Phase Plan
- Issue of Construction Phase Plan
- Construction phase start: Construction phase end:
GUIDANCE NOTES TO HELP YOU IN COMPETEING THE APPLICATION

PLEASE READ THROUGH CAREFULLY!

The Application for Approval of a Project Form is intended for use as both a check list for schools and a guide for the LA as to what projects are being undertaken in schools and how funding is being allocated. Internal decoration projects don’t require approval, but is recommended that schools seek advice on any possible asbestos issues beforehand. Site Works (e.g. new fencing or provision of an environmental study area) will normally require approval. If you are not sure if your project will require an Application for Approval for a Project Form, or you are seeking some general advice on a project you are considering, please contact David Cham in the BSF Team (548002).

Most projects receive approval within four weeks of Parts A and B of the Application for Approval of a Project Form being submitted (excluding school holiday periods). The majority of Forms are received in the run up to the summer holidays, so it is a good idea to submit Forms for summer projects as early as possible. Even if only Part A is submitted at this point, officers can still make some preliminary investigations and offer appropriate advice to ensure your project will run smoothly.

When Part A or Parts A & B are received, your project will be allocated a number, e.g. 123/05. All further correspondence regarding this project should quote this number for ease of reference.

The Council is keen to improve the accessibility of all properties. If, within a project, there is the opportunity to improve disabled access then this should be given consideration. We would also recommend early consultation with our Planning (Development Control & Building Control) Department, Fixed Assets Division, who can advise on asbestos issues, and Risk Manager, who can ensure the school has adequate insurance cover and the contractors engaged have sufficient public liability and professional indemnity.

The CDM Regulations apply to all construction projects, these regulations impose duties on clients that apply to ALL projects and additional duties that apply to notifiable projects. Where a project requires the appointment of a CDM Coordinator and a Principal Contractor failure to do so will result in the client being legally liable for their duties and will be deemed to be carrying them out.

It will assist all parties in the approval of a Project if the application is accompanied by sketches or plans of the proposed work.

Schools have a statutory duty to ensure that health & safety matters on the premises comply with the relevant provisions of the 1974 Health & Safety at Work Act. In practice this means that governing bodies must comply with the LA’s directions and co-operate, as far as necessary, to enable the Authority to fulfil its statutory responsibilities.

Work should not start on site, nor should any contract be let, in advance of the school receiving authorisation from the LEA. Assuming the work proposed is relatively straightforward, approval should not normally take more than four weeks. Please remember that Council staff are unable to access sites during school holidays, which may delay approval of a project.

The Fixed Assets Division uses contractors that are in line with the standard required by the Council. It carries out financial checks which include the contractors being registered on www.constructionline.co.uk. Schools wishing to use other contractors should carry out financial and other checks to the standard required by the Council.
In carrying out the tendering procedure or obtaining quotations, schools must comply with current financial Regulations and Standing Orders. It must be stressed that, as with Standards Funds, Schools are required to monitor and account separately for Capital Funding of projects.

Part C of the Form should be sent to the LA upon completion of the project. This should be done within three months of the completion of the project and should include, where appropriate, “as built” drawings; Health & Safety File; Test certificates. Upon receipt of this form, an officer from either the LA or the Fixed Assets Division may wish to inspect the works before the project is deemed closed.

The Application for Approval of a Project Form and CDM Form are available from Lisa MacKenzie (Lisa.MacKenzie@luton.gov.uk) or on the Luton Learning Grid: www.learning.luton.gov.uk

The following Council Officers may be able to assist you in planning a Project:

David Cham (548002) – Asset Planning Manager
David can offer advice in the planning of your project and funding.

Steve Dickman (548146) – Interim Finance Manager
Steve and his team can offer advice on revenue funding.

Lisa MacKenzie (546007), who co-ordinates the Scheme, holds original forms and information on the status of each project in the approval process. All forms should be directed to them to disseminate as appropriate.

Hazel Bloor (548042) – Health & Safety Officer
Hazel can offer advice on the Health & Safety aspects of your project.

Neil O’Connor (546348) – Fixed Assets Division
Neil can offer advice on asbestos issues, and arrange for further checks or removal where necessary.

Duty Planning Officer (546327) – Planning, Development Control

Fred De Piano (546537) – Planning, Building Control
Expressions of Interest

Once the Application for Approval of a Project Form sections A and B have been approved, Contractors can be contacted to show their interest in the project.

It is recommended that the following documents be sent out:

- Contractors Invite
- Contractors Reply
Date

Dear Sir

<table>
<thead>
<tr>
<th>Client</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td></td>
</tr>
</tbody>
</table>

We are inviting expressions of interest from contractors for the above-mentioned project prior to ‘Formal Invitations to Tender’ being issued.

The project is for approximately £___________ and will include the following areas of work:

1
2
3
4
5
6

The project is planned to commence on [Date] and is to be completed by [date].

To ensure your eligibility for pre-selection for the tender list you will be required to provide copies of the following by return upon receipt of this letter:

- Current £5,000,000 public liability insurance.
- Current company health and safety policy.
- Valid CIS information for the duration of the works and payment dates.
- Examples of similar projects undertaken.

Please respond by [date] by completing and returning the enclosed document.

Yours faithfully

Project Manager
Dear Project Manager

Further to your expression of interest enquiry, I can confirm:

☐ We hope to submit a tender for the proposed work at the above site and look forward to hearing from you further.

I have enclosed the following documents:

- Current £5,000,000 public liability insurance.
- Current company health and safety policy.
- Valid CIS information for the duration of the works and payment dates.
- Examples of similar projects undertaken.

☐ We will not be submitting a tender for the proposed work at the above site.

Please complete and return this form by [date] at the latest.
1 **Tendering**
A formal procedure where contractors are invited to submit a sealed bid to the school. Received bids will be evaluated against specified criteria by a team which is normally made up composes. This process is undertaken by a team normally includes the consultant, the Headteacher and the Chair of the Governing body.

2 **Minimum Number Of Tenders**
Where the value of a contract or official order is likely to exceed £30,000, a minimum number of tenders must be obtained before process can continue as follows:

- **If estimated value of contract or official order is between £50,000 and £100,000**: 3 tenders must be obtained
- **If estimated value of contract or official order is over £100,000**: 6 tenders must be obtained

3 **Types of Tender**

**Open Tender**
This is where all potential suppliers are invited to tender. It is the preferred method of tendering, as it is most conducive to competition and upholding the propriety of public funds. The school must consider either how best to advertise for suppliers, eg general press, trade journals, or whether to identify all potential suppliers and contact directly if practical. NB If the value of works is over £3.1m you must advertise through the OJEU (please contact the LA).

**Restricted Tender**
This is where certain suppliers are specifically invited to tender. Restricted tenders are appropriate where:
- A large number of suppliers would come forward;
- The nature of the goods is such that only specific suppliers can be expected to meet the school's requirements;
- The costs of the tendering process and evaluation via the open procedure are likely to outweigh the potential benefits of 'open' tendering;
- There is a need to maintain a balance between the contract value and administrative costs.
When using Restricted tendering, the process will be facilitated if schools:

- Do not invite too few or too many firms to tender;
- Research the market thoroughly;
- Involve the "Contract Manager" at an early stage;
- Do not issue unnecessarily bulky Tender documents;
- Allow suppliers enough time to prepare submissions;
- Have a systematic evaluation procedure prepared in advance of the Tenders being opened
- Advise suppliers of selection and evaluation criteria but not detailed weighting;
- Use post tender discussions for clarification where appropriate (fine tuning);
- Use adequately trained staff.

3 Types of Tender continued

Negotiated Tender

The school may negotiate the terms of the Contract with one or more suppliers of its choice. This is appropriate in specific circumstances detailed in the Procurement Directives.

These circumstances may include:

- Open and Restricted tendering has resulted in either no or unacceptable Tenders;
- Only one or very few suppliers are available and therefore direct negotiation will prove more effective with each supplier than attempting an Open or even a Restricted Tender;
- Extreme urgency exists but only when events unforeseeable by the contracting authority dictate the urgency;
- The requirement is a partial replacement for or addition to existing goods or installations and additional deliveries by the existing supplier are justified in terms of technical compatibility, disproportionate operation and maintenance costs.

4 Tender Method Chosen

☐ Open
☐ Restricted
☐ Negotiated

5 Companies Chosen to Tender

<p>| | | |</p>
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<td>2</td>
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<td>3</td>
<td></td>
<td>£30,000 - £100,000 minimum no</td>
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<td>4</td>
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<td>5</td>
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<td>6</td>
<td></td>
<td>£1000,000+ minimum no</td>
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<td>8</td>
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</table>

Reason(s) for Choice(s)

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Revised 18 May 2017
Dear Sir

Client

Location

Project Description

Please find enclosed our schedule of works and details for the above project. We would be grateful to receive your tender for the works detailed.

The project is planned to commence on [date] and is to be completed by [date].

Tenders are to be returned using the envelope provided to [date] at [time] am/pm.

Arrangements for visiting the site can be made by contacting:

<table>
<thead>
<tr>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Telephone Number(s)</td>
</tr>
</tbody>
</table>

Please note that due to budget restrictions some of the works may be omitted. Please let me know if you are unable or unwilling to tender as soon as possible and return all documents to me.

To ensure your eligibility to tender you will be also required to provide the following (copies) by return upon receipt of this letter:

- Current £5,000,000 public liability insurance;
- Current company health and safety policy;
- Valid CIS information for the duration of the works and payment dates.

We look forward to receiving your tender (and accompanying documents) in due course.

Yours faithfully
Enclosures:
- 2 x Tender Forms
- Specification and Schedule of Works
- Pre-Tender Health and Safety Plan
- Drawings
- Tender Envelope

**Tender Opening Record**

<table>
<thead>
<tr>
<th>Project:</th>
<th></th>
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</table>

Sealed tenders were opened in the presence of:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Signature</th>
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</table>

Date and Time of Opening:

Date [ ] Time [ ]

Details of tenders: Deadline date for receipt of tender: [ ] date

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
<th>Duration of Works</th>
<th>Date &amp; Time Rec’d</th>
<th>If after closing date disregard? (Yes/No)</th>
</tr>
</thead>
<tbody>
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Revised 18 May 2017
Preferred Contractor

Chosen Contractor:

Was the lowest tender chosen? Yes ☐ No ☐

NB If your School has decided not to go with the lowest tender offered, please provide justification in the box below:

☐ Refused tender companies contacted

☐ Chosen contractor contacted by

☐ Acceptance letter ☐ Letter of Intent

Please see copies of rejection letter, standard acceptance letter and Letter of Intent on next three pages.

Letters sent out on: date

☐ Pre-Contract Meeting arranged for date
Dear Sir/Madam,

I refer to my previous correspondence with regard to the above works and set out below a list of the tenders received. Unfortunately you have not been successful in this instance.

<table>
<thead>
<tr>
<th>Tender for</th>
<th>Project Name</th>
<th>at</th>
<th>Name of School</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td></td>
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</tbody>
</table>

Tender Amounts
Only
No Contractors
Names
Dear Sir/Madam,

[Rejected Contractor Company Name]

Yours faithfully,

[Headteacher]
[School Name]

[Date]

Dear Sir/Madam,

Tender for [Project Name] at [Name of School] School.

In response to your tender dated [insert date of tender] in the sum of £[enter tender amount], I am pleased to inform you that this has been accepted.

You will be contacted in due course by our Legal department regarding the formalities of the contract. When these are complete my official order granting possession of the site will be given.

Please forward your insurance policies and receipts for premiums in respect of persons, property and perils indicated in the form of contract to me and I will return them in due course. These policies must be in joint names of the Contractor and Luton Borough Council or an equally satisfying arrangement suitably endorsed to indemnify the Council against the prescribed risks.

I would be grateful if you would forward your Post Contract Health and Safety Plan to the Planning Supervisor, [Name of Planning Supervisor] as soon as possible.
Pending completion of the above formalities, Architects’ Instructions may be issued subject to contract with a view to the works going ahead as soon as the contract is signed.

Yours faithfully

Headteacher
School Name

Contact person at school
School contact number, 01582
Application Number
Project Name

Accepted Contractor (Letter of Intent)
Address
Address

issued subject to contract with a view to the works going ahead as soon as the contract is signed.

Yours faithfully

Headteacher
School Name

Date

Dear Sir/Madam,

Tender for Project Name at Name of School School.

In response to your tender dated [insert date of tender] in the sum of £[enter tender amount], I am pleased to inform you that this has been accepted.
You will be contacted by our Legal department in due course regarding the formalities of the contract. When these are complete my official order granting possession of the site will be given.

Please forward your insurance policies and receipts for premiums in respect of persons, property and perils indicated in the form of contract to me and I will return them in due course. These policies must be in joint names of the Contractor and Luton Borough Council or an equally satisfying arrangement suitably endorsed to indemnify the Council against the prescribed risks.

I would be grateful if you would forward your Post Contract Health and Safety Plan to the Planning Supervisor, [Name of Planning Supervisor] as soon as possible.

In order to meet the agreed programme I am aware that it will be necessary for you to start the manufacturing process, ordering materials and associated work prior to the commencement of the contract. In the unlikely event of the scheme not proceeding I hereby indemnify you for all costs reasonably incurred for any design of manufacturing, together with any ancillary works.

Yours faithfully

Headteacher
School Name

Pre-Contract Meeting Agenda

Meeting Agenda

• Agree a start date
• Programme of works
• Health and safety arrangements
  o Access arrangements
  o Security
• Payment arrangements
  o Submission of valuations from contractor
• Variations Process (who can authorise and to what value)
• Contact numbers (school/contractor/consultant)

• Contractor’s documentation:
  o Professional Indemnity insurance
  o Public Liability insurance
  o Health and Safety policy
**Contractor’s Documentation**

### Contractor’s Insurances

Documentation seen by:

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Signed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of Governors</td>
<td>Headteacher</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

### Health & Safety Documents

Documentation seen by:

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Signed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of Governors</td>
<td>Headteacher</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Variations to Works

Plus Financial Effect of Variations

- Variations to the Contract must be authorised by the identified member of the Governing Body and/or the Headteacher.
- Copies of all variations must be attached along with any internal and external correspondences.

Interim Payments

Attach copies of all certificates for payment, consultant and contractor invoices plus back up for any internal journal charges.

Retentions

An appropriate pre-arranged amount of retention (usually 5%) is applied to the above certification. This retention will be available to rectify any defects after Practical Completion should the Contractor refuse to complete the work.
Progress Meetings

Progress meetings should occur monthly as a minimum and should be held with the contractor (and consultant, if applicable) to discuss:

- Progress
- Variations
- Problems
- Potential Delays etc

All progress meetings should be minuted and copies of the minutes retained on file. Actions arising from the meetings should be assigned as required and recorded in the minutes.
Certificate of Practical Completion

- The Certificate of Practical Completion specifies the defects liability period.
- At this stage, the retention will reduce from 5% to 2.5%.
- If the date for the contract to be completed has not been achieved a Certificate of Non-Completion is issued.

☐ Certificate of Practical Completion is attached.

☐ Certificate of Non-Completion is attached. (Where appropriate.)

Defects Liability Period

- During the Defects Liability Period, any defects identified are reported to the Contractor, who is required to put the defects right.
- At the end of the Defects Period, if the defects have been rectified, a Defects Completion Certificate is provided and the remaining 2.5% retention can be paid.

☐ Defects Completion Certificate is attached. (Where appropriate.)

Health & Safety File

- Once works are completed, the Contractor completes the Health and Safety File, of which two copies are made.
- The school retain one copy of future reference and forward the other to the LA along with a copy of the completed Application for Approval of a Project Form, Part C.

☐ Health & Safety file(s) received.
# Post Project Review Questionnaire

## POST-PROJECT REVIEW: QUALITY OF SERVICE

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>PROJECT NAME/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>JOB TITLE/DESIGNATION</td>
</tr>
</tbody>
</table>

**Question 1:** how do you rate the performance of the following on this project? Please fill in the boxes below, using the scale 1-10 where:

\[
10 = \text{totally satisfied} \quad 5 = \text{neither satisfied nor dissatisfied} \quad 1 = \text{totally dissatisfied}
\]

<table>
<thead>
<tr>
<th>#</th>
<th>Performance</th>
<th>The Consultant (if applicable)</th>
<th>The Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Understanding of project goals / objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Worked with me as a team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Speed and responsiveness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Quality of contribution (relative to agreed roles and responsibilities)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>My needs were understood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>They provided value for money</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>They kept me informed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Handled problems / issues effectively</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Handling changes to instructions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Responsible approach to Health &amp; Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Overall quality of service was good</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Question 2:** Which are the 3 most important questions in the above table? Please mark them with an asterisk (*).

**Question 3:** Do you have any other comments on this project? Please enclose them with your reply.

**Question 4:** Would you like a meeting to discuss this project? **YES** / **NO**

**Question 5:** Would you use this consultant/contractor again? **YES** / **NO**

<table>
<thead>
<tr>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>
## POST-PROJECT REVIEW: QUALITY OF PRODUCT

<table>
<thead>
<tr>
<th>SCHOOL NAME</th>
<th>PROJECT NAME/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>JOB TITLE/DESIGNATION</td>
</tr>
</tbody>
</table>

### Question 1: how satisfied are you with the project / building? Please circle a number in the boxes below, using the scale 1-10 where:

10 = totally satisfied  
5 = neither satisfied nor dissatisfied  
1 = totally dissatisfied

<table>
<thead>
<tr>
<th>How satisfied are you that the initial brief adequately reflected your aspirations?</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>..... that the project is fit for the purpose it was intended to fulfil?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>..... that security considerations have been considered in this design?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>... with the overall standard of workmanship on this project?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>... with the condition of the product / facility with respect to defects at the time of handover, using the scale 1-10 as referred to overleaf?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>... with the way the contractor dealt with items on the snagging list?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

### Question 2: Which are the 3 most important questions in the above table? Please mark them with an asterisk (*).

### Question 3: Do you have any other comments on this project? Please enclose them with your reply.

### Question 4: Would you like a meeting to discuss this project?  
YES / NO

### Question 5: Would you use this consultant/contractor again?  
YES / NO

---

**DEFECTS**

(This approach to measuring defects has been adopted nationally by the Construction Best Practice Programme)

<table>
<thead>
<tr>
<th>Defect Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Defect-free</td>
</tr>
<tr>
<td>8</td>
<td>Some defects with no significant impact on the client</td>
</tr>
<tr>
<td>5/6</td>
<td>Some defects with some impact on the client</td>
</tr>
<tr>
<td>3</td>
<td>Major defects with major impact on the client</td>
</tr>
<tr>
<td>1</td>
<td>Totally defective</td>
</tr>
</tbody>
</table>